



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Office Assistant (T) / Office Technician (T)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2003 - 2641 – Office Assistant (Range A & B)
\$2510 - 3050 – Office Technician

POSITION:

Under the general supervision of the Staff Services Manager I, the incumbent provides general clerical support to the [Administration Division](#) of the State Treasurer's Office. Duties include, but are not limited to:

DESCRIPTION OF ESSENTIAL DUTIES:

- Provides clerical support for the Administration Division by screening and directing correspondence, telephone calls, and visitors to appropriate personnel; typing and maintaining letters, memos, technical reports and mailing lists using a computer system and typewriter.
- Updates, Xeroxes and distributes STO phone and intercom lists; Xeroxes and distributes policy memos; posts and maintains notices and information to employees on bulletin boards; Xeroxes and distributes job opportunity and exam flyers; updates manuals, laws and rules and policy binders; files memos, letters, and correspondence as directed; distributes mail, and orders supplies and equipment.
- Responsible for machine equipment (calculators, typewriters, faxes, copiers, printers, etc.) repair requests. Delivers requests for copier paper and supplies.
- Performs the Transit Subsidy Program duty by coordinating sales of all bus and light rail passes for Regional Transit, City of Roseville, El Dorado, Metropolitan Transit Authority, and Yuba-Sutter Transit Districts.
- Performs back-up mail/messenger duties: opens, sorts, and distributes to the correct Division/Authority/Commission all U.S. Mail, Federal Express, United Parcel, interagency and intradepartmental mail.
- This position requires the ability to type a minimum of 40 words per minute.
- **THIS POSITION REQUIRES THE ABILITY TO LIFT UP TO 50 LBS.**

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Ability to use IBM Computer and Microsoft products.
- Ability to work under pressure and handle multiple priorities.
- Ability to communicate effectively.
- Willingness to follow a prescribed routine.
- Good attendance, neatness and personal appearance
- Courtesy and tact.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Office Assistant (T) or Office Technician may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-200" next to the classification on your application/resume, i.e., Office Assistant (T) (820-200).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.

10/05/04